



PROCUREMENT LIAISON DESIGNATION

OFFICE OF MANAGEMENT AND BUDGET

CSD/STATE PROCUREMENT OFFICE

SFN 53112 (7-2004)

Mail To:

14th Floor Capitol Tower

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Bismarck ND 58505-0310

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The Office of Management and Budget, State Procurement Office requests each agency and institution designate a person to act as the lead procurement officer who is responsible for the procurement functions of the organization. It is recommended that only one person have this responsibility to ensure consistency and accountability. The lead procurement officer will act as the agency's liaison to the State Procurement Office. For the purposes of the state procurement program, this person will be referred to as the agency's "procurement liaison" or "lead procurement officer," although that person may or may not have the job classification of Purchasing Agent or Procurement Officer.

Agency Name:	Agency Number:
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As head of the above-mentioned agency, I designate the following person to be the Procurement Liaison for our agency.

Procurement Liaison:	Telephone Number:	Fax Number:	E-Mail Address:
Director's Signature:			Date:

The liaison's responsibilities will be: ☐ Commodities ☐ Services ☐ Both

1. Primary contact person for communication with the OMB - State Procurement Office.
2. Coordinator for agency procurement training and certification.
3. Receive and distribute notices from the OMB - State Procurement Office within their agency.
4. Manage delegated authority within their agency.
5. Adopt internal purchasing procedures and policies in accordance with N.D.A.C. 4-12-03-04.
6. Make required determinations and approving limited competition and noncompetitive procurements within the limits of the agency's delegated authority.
7. Monitoring agency compliance with the state procurement laws, rules, and procedures.

By signing this application, I certify that I am aware of and will accept the responsibilities that are required of this appointment.

Procurement Liaison Signature:	Date:
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